

## Information on How to Obtain a Birth Certificate <u>FEES:</u> ONE (1) COPY \$10.00, TWO (2) COPIES IS \$20.00, ETC.

## A certified copy or transcript may be issued only to:

- A person with a New York State Court Order.
- The person named on the birth certificate, if 18 years of age or older.
- The parents of the person named on the birth certificate.
- Lawful representative of the person named or the parents of the person named on the birth certificate.

<u>In-Person Request</u>-The request may be accepted from a qualified applicant if the following conditions are satisfied:

- 1. The applicant completes and signs the application form DOH-296A.
- 2. The applicant provides acceptable identification.
- 3. The applicant is eligible to receive a copy.
- 4. \$10.00 cash, check or money order for each request.

## **Acceptable Identification**

- State issued drivers or non-drivers license.
- Military ID card.
- Passport.
- Police report documenting the applicant's name, address and theft or loss of positive ID.
- Two current utility bills issued immediately preceding the application and, showing the requestor's name and address.
- \*\*In the event that the applicant's last name on the identification differs from the information on the certificate, a copy of the applicant's birth certificate, marriage certificate, and legal name change paperwork must accompany.
- \*\* If the applicant has a notarized authorization to obtain the record on behalf of an eligible individual, the original notarized statement and ID from the eligible individual must accompany the request.

<u>Mail Request</u>- a request from a qualified applicant may be accepted in writing on a signed application DOH-296A or by letter under the following conditions:

- 1. The applicant provides the name, date of birth, place of birth, father's first and last names and mother's first and maiden names of the person named on the birth certificate: AND
- 2. The applicant provides his/her current name and address along with their relationship to the person named on the birth certificate: AND
- 3. The request must be signed by the applicant.
- 4. A copy of an acceptable for of I.D.
- 5. \$10.00 money order for each request.

**Fee:** \$10.00 per certified copy requested. Payment may be made in cash, check (do not send cash or check in the mail), or money order made payable to "Town of Islip".



## **Application for Copy of Birth Record**

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This office requires written authorization of the person/parents whose record is requested.			
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